



**NB: Our admissions criteria were amended at the Assembly in January 2015. Please refer to the Regulation Governing Admissions and Language Classification, in particular Art.11 ([www.aiic.net/page/206](http://www.aiic.net/page/206))**

# Application for membership

**To be filled in by the applicant** (after having carefully read page 5)

Ms./Mr.: ..... Tel (home):.....  
 Last name: ..... Mobile:.....  
 First name: ..... E-mail: .....  
 Postal address: ..... Tel (office):.....  
 ..... Social media (LinkedIn, Twitter, FB, etc.) .....  
 Date of birth: .....

Present status: **Free-lance** ( )  
**Staff interpreter** (Organisation) .....

**Professional address** (see Art. 1 of the Professional Standards)

<b>Number of days worked according to AIIC rules and regulations (at least 150):</b>	days	
<b>I am applying for the following language classification :</b>		
<b>A :</b>	<b>B :</b>	<b>C :</b>

<b>I am applying for the following language pairs</b> (please note that each language pair must be sponsored by at least 2 active members of aiic):
from.....into.....sponsored by.....and.....

<b>Do you work in any other language pairs?</b>		
If you do, please explain in your cover letter if you may wish to apply for reclassification at a later date.		
<b>NO</b>		
<b>YES</b>	from	into
	from	into





# Annex to the application for membership

All applicants must provide proof of 150 days of work as a conference interpreter. Please note that you must have worked at least 50 days in each of your language pairs. You should provide a list using the format shown in the table below. You should submit a separate **type-written list in chronological order**. Be sure to provide totals for each language pair and the grand totals at the end. Your list must include all **conference interpreting days, without exception**, for the period of time covered. CACL may ask you to provide contracts relating to these meetings. Alternatively, if you work for a large institution, you may attach a certificate from the institution indicating your language combination, the number of days worked for each and/or all the languages used and the period of time covered.

sample list

Date(s), location	Subject of conference	Language pair <u>DEU &gt; ENG</u> No. of days	Language pair <u>FRA &gt; ENG</u> No. of days	Language pair <u>ENG &gt; DEU</u> No. of days	Simultaneous or consecutive	No. of days
20-24 Feb. 2016, Paris	Banking	5	5		Simultaneous	5
13 March 2016, Munich	Automotive	1		1	Simultaneous	1
Total		At least 50	At least 50	At least 50		At least 150

**Please indicate the totals for each column**

I hereby apply for admission to the International Association of Conference Interpreters and declare having worked the above-mentioned days according to the rules and regulations of the Association, including the provisions established in the Code of Professional Ethics and the Professional Standards of AIIC.

I agree not to use the AIIC name or logo on my letterhead, website other social media, and business cards, etc. until I have become a full member of the Association.

By signing and submitting this application for admission to the International Association of Conference Interpreters, I declare that I have read the AIIC Statutes (see <http://aiic.net/page/6585>) and that I abide by them at all times. Furthermore, as a member of AIIC, I understand and explicitly agree that I will appear on AIIC's public online directory, accessible at <https://aiic.net/directories/interpreters/lang/1>, which provides a multi-criteria search for interpreters according to specific personal data such as their names, working languages, regions, countries or professional addresses.

Name:.....

Place:..... Date:..... Signature:.....

# Notes

- 1 . Only active members, who have been members of the Association for at least five years and have had the necessary language classification for at least that same period, may sponsor applicants. All sponsorship withdrawals after receipt of the file by the Secretariat must be duly justified. Members of the Committee on Admissions and Language Classification may not sponsor applicants.
- 2 . Any interpreter applying for admission shall have at least three sponsors but may find it necessary to have a greater number if her or his language classification is such as to require it. At least two of the sponsors must have their professional address in the same region as the applicant.
- 3 . Each sponsor must cover at least one of the applicant's language pairs. All of the sponsors taken together must cover all of her or his language pairs.
  - Each 'A' must be covered at least twice by an 'A' in the same language; furthermore each sponsor shall have at least one of the applicant's other working languages;
  - Each 'B' must be covered at least once by an 'A' and at least once by an 'A' or a 'B' in the same language. Furthermore, each sponsor shall have at least one of the applicant's other working languages;
  - Each 'C' must be covered by at least 2 sponsors with an 'A', a 'B', or a 'C' in the same language. Both sponsors must also have an A in the applicant's A language. Alternatively, **ONE** of the sponsors could have a C in the applicant's A language, provided he/she has an A in the applicant's C language.
  - Each pair must have 2 sponsors. Both sponsors shall have an A, a B or a C in the source language. In addition, when the target language is an A, both sponsors shall have an A in the applicant's target language; when the target language is a B, one of the sponsors shall have an A and the second sponsor an A or a B in the applicant's target language.

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## Checklist for Sponsors

We, the undersigned, are sponsoring ..... 's application to join AIIC. In so doing, we are not only vouching for his/her language and interpreting skills. To the best of our knowledge, he/she also abides by AIIC's Code of Ethics and Professional Standards. In particular, he/she:

- abides by AIIC's rules on team strength
- treats all information not available to the public as confidential
- only accepts work for which he/she is qualified
- abides by AIIC's rules when recruiting other colleagues
- affords colleagues assistance and collegiality
- does not bring the Association or the profession into disrepute
- avoids the systematic use of relay when putting together teams of interpreters
- acts with integrity and professionalism

Name: ..... Date: ..... Signature:.....

Name: ..... Date:..... Signature:.....

Name: ..... Date:..... Signature:.....

Name: ..... Date:..... Signature:.....

Name: ..... Date:..... Signature:.....

## Checklist for applicants

To avoid having to put you on hold for six months, before submitting your application, please make sure:

- your sponsors have indicated both the language(s) and the language pair(s) they are signing for
- your sponsors have entered the exact date of the conference when they worked with you
- your sponsors have signed and dated both the application form and the checklist for sponsors
- the days you worked with your sponsors appear on your list of days worked
- your list of days is in chronological order and includes all conference days for the period of time covered by the list
- your list of days shows the totals separately for all of your language pairs
- your list of days is large enough for us to read without a magnifying glass
- you have signed and dated the bottom of p. 4 of this form
- and remember: a C language is, by definition, a passive language.

## Instructions for applicants

When you send in your application, payment of the handling fee (CHF 150.-) shall be made:

### *via the bank*

**by transfer** in Swiss francs to our account N° 240-210 654 00Y (AIIC)  
UBS S.A.  
8, rue du Rhône  
1211 Geneva, Switzerland  
IBAN : CH58 0024 0240 2106 5400 Y  
SWIFT : UBSWCHZH80A

*specifying that the payment is intended for AIIC and mentioning your name.*

### *by post*

**by transfer** in Swiss francs to our account N°12-21404-0 (AIIC), 1211 Geneva  
IBAN : CH62 0900 0000 1202 1404 0  
SWIFT : POFICHBE

*specifying that the payment is intended for AIIC and mentioning your name.*

**by international postal order** in Swiss francs addressed to the AIIC Secretariat

*Please send your application to the AIIC Secretariat.  
You are kindly requested to send a copy of p.1 of this application to your Regional Secretary.*